

INITIAL CASE AUDIT

Officer _____ Team Supervisor _____
 Offender _____ ODOC # _____
 Case Type _____ Discharge Date _____
 Case #/Charge _____

Date Assigned _____ 60th Day Due Date _____

- | | | | |
|---|-------|-----|----------------------|
| 1. Legal Documents authorizing supervision present and in ICON | _____ | N/A | _____ |
| 2. Rules and Conditions | _____ | N/A | _____ |
| 3. Offender Photograph | _____ | N/A | _____ Date Completed |
| 4. Orientation of Supervision | _____ | N/A | _____ Date Completed |
| 5. Personal history information completed in the ICON work flow | _____ | N/A | _____ Date Completed |
| 6. RAP Sheet received & reviewed | _____ | N/A | _____ |
| 7. LSI-R accurate and entered in EZAssess/ICON | _____ | N/A | _____ Date Completed |
| 8. ASUS entered into EZAssess | _____ | N/A | _____ Date Completed |
| 9. Transition Plan addresses needs and signed | _____ | N/A | _____ Date Completed |
| 10. Home Visit Completed | _____ | N/A | _____ Date Completed |
| 11. DNA obtained/Updated in ICON | _____ | N/A | _____ Date Completed |
| 12. Chemical/UA Testing Completed in 45 days, if applicable | _____ | N/A | _____ Date Completed |
| 13. Financial Enrollment Form Submitted | _____ | N/A | _____ |
| 14. Foreign-Born and Suspected Foreign-Born Report Submitted | _____ | N/A | _____ |
| 15. Release of Confidential Information | _____ | N/A | _____ |
| 16. Sex Offender Rules and Conditions received/requested | _____ | N/A | _____ |
| 17. Notice of Duty to Register | _____ | N/A | _____ |
| 18. Sex Offender Assessments | _____ | N/A | _____ Date Completed |
| 19. Sex Offender Autobiography | _____ | N/A | _____ Date Completed |
| 20. Offender Computer Use Agreement | _____ | N/A | _____ |
| 21. Sex or Violent Offender Registration Completed | _____ | N/A | _____ Date Completed |
| 22. Notification to Local Community Sentencing Administrator | _____ | N/A | _____ |

Date of Initial Review _____ Corrections Due _____ Team Supervisor _____

Comments: _____

Date of Final Review _____ Completed by Probation and Parole Officer _____